

# SITE VISIT NOTES

**DATE** : January 31, 2014 at 10:00 AM  
**SUBJ.** : Site Visit for Network Wiring for Consular Building  
**PARTICIPANTS** : Attendees cited in Access Request  
Glenn K. Lewis Contracting Officer  
Robert W. Saunders ISO  
Joseph A. Parente Deputy Chief, Consular  
Jeremias Dirk IV Officer  
Meral Yalhi Acquisitions Supervisor  
Gunsel Canturk Procurement Clerk

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USG (United States Government) representatives welcomed all attendees at the Embassy. The following issues were discussed:

1. G. K. Lewis explained the project parameters and briefed on the administrative parts of the solicitation.
2. G. Canturk provided the following information on the administrative part of the solicitation:
  - 2.1. This contract will be a firm fixed price contract to provide services of Network Wiring for Consular building, including all labor, material, equipment, and services.
  - 2.2. The new project additions were announced during the site visit and contractors were informed that amended RFQ with revised SOW will be distributed among the provided.
  - 2.3. The purpose of the site visit was to convey the RFQ process and provide a chance for the offerors to inspect the site prior to providing a bid.
  - 2.4. Offerors are to provide proposals complete with all the required information:
    - SF 1449: fill the section 17, 19, 20, 21, 22, 23, 24 and 30 and Section A Pricing part in page 3 of the RFQ. All prices are to be in U.S. Dollar.
    - Performance/Work schedule in the form of a "bar chart" and Business Management/Technical Proposal.
    - Material submittals; network cabling and conduit samples.
    - Experience and Past Performance: List all contracts and subcontracts of the offeror has held over the past three years for the same or similar work.
    - Financial statements valid for last 3 years.
  - 2.5. The awardee is to provide a list of personnel and scanned copies of IDs (kimlik) for security access which will take approximately 4-6 weeks.
3. R. W. Saunders explained the technical requirements of the project. The site visit was started in the filing room of the Consulate building.
  - The project includes removing the cabinet from its existing place to other corner of the room, organizing the existing cabling and removing the redundant cables. Contractor will connect the ground floor and mezzanine floor by using fiber connections. The contractor shall provide wall mount cabinet, UPS of an adequate capacity for the existing server; preferably APC brand.
  - Cabling will be going through the ceiling slab in order to provide the connection to the mezzanine floor. Offerors are reminded that contractor shall fix all the damages, cracks etc. which occurs to the Consular building floors, doors, walls and/or ceiling during the project execution.
  - Color coding and labeling for the cabling are required. The color coding requirement was specified in the SOW.

- Vendor shall supply all necessary equipment, tools and materials listed in the list of materials in the SOW.

4. U.S. Government representatives stated that an amendment will be done to the existing SOW and a floor plan will be provided since there are some unclear issues on the number of terminations and places of the hubs to be put. (In retrospect: amendment A-001 is issued as of today.)

USG representatives thanked the attendees for showing interest to this solicitation and the meeting was adjourned.